

OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

Series 1000

Community Relations

E 1330 (a)

PRIORITY OF USE

School functions shall take precedence over events of outside organizations. The following categories establish the priority of use and are the basis for fees:

1. School district activities and programs directly related to the educational program.
2. Organizations sponsored by the district, such as ASB, booster clubs, parent-teacher groups and employee organizations.
3. Activities designed to serve the youth of the district, such as non-profit youth athletic organizations or Rancho Simi Recreation & Parks.
4. Activities designed to service the adults of the district, such as senior citizen, civic, and homeowner groups or adult activities of Rancho Simi Recreation & Parks.
5. Groups charging fees for activities where the money collected is not used for the direct benefit of the children of the district or a recognized charity.
6. Commercial groups or other profit-making organizations.

APPLICATION FOR USE

Application forms for facility use may be obtained at the school site of the proposed use. Applications, if approved, shall be valid for a period not to exceed one school year (July 1 – June 30). Applications for use in a specific school year will not be accepted for processing before January 1 of the preceding school year.

The completed application forms must be submitted to the office of the site requested. The site administrator shall be responsible for approval of any facility use request at his/her location, and shall sign the request form to indicate his/her approval or disapproval of the request, and will forward the use request to the District's business office for processing.

PAYMENT OF FEES AND APPROVAL OF USE

Upon approval of use by the site administrator, fees will be assigned by the business office in accordance with Board-approved rates. The applicant shall be invoiced for the proposed use, and all fees must be paid in full at least 15 days prior to the use. Failure to pay fees will result in the denial of the facility use request. Upon receipt of full payment, the business office shall notify the applicant of the approval of its facility use request.

Approved facility use permits are authorized solely for use by the original applicant. Subletting of an approved use of District facilities is strictly prohibited and shall result in the immediate

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cancellation of the permit.

FACILITY USE FEE SCHEDULE

Rates for use of District facilities shall be charged as indicated below. Rates indicated are hourly, and all facility uses require a 2-hour minimum except as noted.

FACILITY DESCRIPTION	Free	Direct	Fair Rental
Standard K-12 Classroom	0	20.00	30.00
Elementary Multipurpose Room	0	35.00	55.00
MCMS Multipurpose Room/Gymnasium	0	40.00	60.00
OPHS Multipurpose Room (3-HR)	0	55.00	85.00
OPHS Gymnasium (3-HR)	0	55.00	85.00
Cafeteria*	0	52.00	80.00
Lunch Area	0	15.00	25.00
Restrooms*	0	10.00	15.00
Playfields	0	25.00	40.00
Playgrounds	0	10.00	15.00
Softball Field	0	25.00	40.00
Baseball Field	0	25.00	40.00
Stadium Bleachers	0	70.00	105.00
Stadium Field	0	75.00	115.00
Stadium Lights*	0	100.00	150.00
Film Production (per day)			2,300.00
Parking Lot Rental*	0	25.00	50.00
Custodial Services Personnel	0	40.00	60.00
Food Services Personnel	0	40.00	60.00
Utilities Fee (per day)	0	15.00	25.00
Processing Fee	0	15.00	15.00

*May require additional charge for employee services.

DETERMINATION OF FEES

Free Use – The Board shall not charge any fees for the use of school facilities for activities of school organizations, clubs, or associations that promote youth in school activities. These groups include but are not limited to Girl Scouts, Boy Scouts, Camp Fire, Inc., school-community advisory councils, such as parent-faculty organizations and booster clubs, Oak Park Municipal Advisory Council, Community Foundation for Oak Park, Friends of Oak Park Schools, and fund raising activities by free use groups when the net receipts are used for the welfare of the district's students or to support district needs.

Direct Cost Fees – Activities other than those specified for free use or fair rental value fee shall

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be charged a fee not to exceed direct costs to the district. The following activities shall be charged direct costs: activities of recreational youth groups that arranges for and supervises sports league activities; activities of religious groups for temporary periods; and activities not previously identified which do not fall within the free use or fair rental value classifications

Fair Rental Value Fees – Groups which use school facilities or grounds for the following activities shall be charged fair rental value: entertainment or meetings where admission is charged or contributions solicited and the net receipts are not to be expended for charitable purposes or for the welfare of the district's students; any commercial use by profit-making organizations; and activities of religious groups on a long-term or sustained basis.

INSURANCE

A Certificate of Insurance and Endorsement verifying public liability and property damage insurance shall be presented before permission is granted for use of OPUSD facilities. For any recreational use, or for any use for which a fair rental fee is charged, the amount of insurance shall be \$1,000,000. For all other uses, the amount of insurance shall be \$500,000 against a claim of personal injury and \$100,000 against a claim of property damage. Insurance shall name Oak Park Unified School District as an additional insured on a separate endorsement and shall be senior to any other insurance carried by the District.

RESPONSIBILITY

Groups shall be responsible for the condition in which they leave the facilities. If school property is damaged or abused beyond normal wear, the costs of repair or replacement shall be paid for by the organization involved. Organizations not complying with all rules and regulations will be denied further use of school facilities

RESTROOM FACILITIES

Any use of facilities exceeding 4 hours per day shall also require the use of restroom facilities at the established rate, including the cost of custodial services. For long term uses, such as seasonal use by youth athletic organizations, restroom keys may be checked out as authorized by this policy. The user group will also be charged the established rate for custodial services to clean the restrooms. Alternatively, the user group may, at its sole expense and responsibility, and with the District's permission, provide portable toilet facilities for the duration of the authorized use.

ISSUANCE OF KEYS FOR FACILITIES

Upon request, and with the approval of both the school site administration and the business office, building and gate keys may be issued to responsible user groups. Organizations approved for use of a specific facility may check out a door key upon receipt of a \$1000.00 refundable security deposit. Groups approved for use of a playfield, athletic field, or parking lot use may check out a gate key upon receipt of a \$100.00 refundable security deposit. The business office will issue all approved keys and collect the required security deposits.

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Any loss of keys shall result in the forfeiture of the user's security deposit, and may result in the cancellation of the user's permit.

The user group shall be solely responsible to unlock and relock doors and gates under its use. Failure to properly secure doors and gates after any use may result in forfeiture of the user's security deposit and cancellation of the user's permit. The user shall be held financially responsible for school property that is damaged due to the user's failure to secure the facilities.

USE OF CAFETERIA FACILITIES

School and Parent-Teacher Organization Functions Use of the cafeteria facilities for school activities or by parent-teacher organizations are to be arranged through the school office and coordinated with the Director of Child Nutrition Services. A food service employee will be on duty for the duration of the event to supervise the use of equipment and to ensure that proper sanitation procedures are followed.

User Group Functions Use of the cafeteria facilities for outside user groups are to be arranged through the school office and the Director of Child Nutrition Services. A food service employee shall be on duty for the duration of the entire event. The primary responsibility of employee shall be to supervise the proper and safe use of equipment and to ensure that proper food preparation and sanitation procedures are followed. The employee will serve as a working supervisor, assisting the user group in preparation and cleaning.

1. Users will adhere to all rules and regulations of the Child Nutrition Services department as related to equipment and health and safety. Only adults are permitted to work in the kitchen service and preparation areas.
2. The user groups shall supply its own food and supplies for its event. No food or supplies belonging to the cafeteria shall be used, borrowed, or handled by the user group.
3. All equipment pots, pans, and utensils used shall be left clean and returned to their respective storage areas. Dishes, pots, pans and utensils shall not be removed from the kitchen without the permission of the food service employee in charge.
4. All counters shall be cleaned to their original condition and floors shall be swept. The user group will be charged the established rate for custodial services to mop and sanitize the floor.
5. The organization shall be financially responsible for any breakage, damage or missing equipment. Any damage or missing equipment or supplies will be billed to the organization.
6. In the event of disputes regarding the use of equipment, the condition of the kitchen, or proper procedures, the Director of Child Nutrition Services shall make the final decision.

Adopted: 9-21-10